

VIGILANCE ALERT

No.: 02/2025

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Sub: Non-adherence of Purchase Manual provisions regarding initiation of purchase action only after receipt of Purchase Requisition

During scrutiny of file for procurement of goods, it was observed that Purchase requisition is prepared on later dated from the physical indents which did not comply with initiation of purchase action as per Purchase Manual 2020 circulated by CIL. Adherence to these guidelines is critical for ensuring compliance with the organization's procurement procedures and upholding the integrity of its procurement processes.

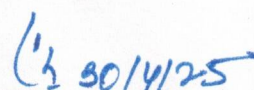
In this regard, inter alia, the relevant portion of clause 7.3 of Chapter-7 of Purchase Manual 2020 circulated by CIL is being reiterated :

Quote

"Purchase action shall be initiated only after receipt of Purchase Requisition generated on ERP-SAP, duly approved / released by the competent authority, containing the proper entries with regard to availability of funds in the financial year in which the deliveries are required. However, in case of long lead capital items, advance action for procurement may be initiated against indents / PRs without budget provisions as detailed in Clause-7.9 below."

Unquote

The purchase action should only be initiated after receipt of duly approved Purchase Requisition generated on ERP-SAP. It is crucial to follow provision of the manuals and guidelines to avoid any discrepancies and to ensure transparent practices.


(Pankaj Kumar, RTS)
Chief Vigilance Officer/CMPDIL

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1. Chairman cum Managing Director/CMPDIL – For Kind Information
2. All Functional Directors - For Kind Information and Further Necessary Action
3. All Regional Directors – for Necessary Action
4. All Concerned – for Necessary Action